



DATE: August 1, 2002

SESA ISSUANCE NO.: 02-30

SUBJECT: Significant and Bilingual Migrant and Seasonal Farmworker
(MSFW) Local and One-Stop Offices for Program Year 2002

1. **Purpose.** To Request Data for the Identification of Significant and Bilingual MSFW Local and One Stop Offices for Program Year (PY) 2002 and to Authorize the Annual Collection of this Data for Each Successive Program Year
2. **Reference.** 20 CFR 651.7; 20 CFR 653; Planning Guidance and Instructions for Submission of the Strategic Five-Year Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act; and Training and Employment Information Notice (TEIN) No. 27-97
3. **Background.** Federal regulations published June 10, 1980, at 20 CFR 651.7 and 20 CFR 653 require a nationwide annual list identifying (1) Significant MSFW Local Offices, and (2) Significant Bilingual MSFW Local Offices. The Workforce Investment Act of 1998 (WIA) requires Wagner-Peyser Act services to be provided through the One-Stop delivery system. TEIN No. 27-97 provides information on the delivery of services to MSFWs through the One-Stop system. For your convenience, a copy of TEIN No. 27-97 is attached and can also be viewed at <http://ows.doleta.gov/dmstree/>. In order to develop the nationwide annual list for PY 2002, the following PY 2001 information is requested.
4. **Significant MSFW Local Offices.** SESAs should provide the following PY 2001 data for each local/One-Stop office, where MSFWs comprise 10 percent or more of the total new and renewed applications:
 1. Total number of New and Renewed Applications;
 2. Total number of New and Renewed MSFW Applications that include seasonal farmworkers, migrant farmworkers, and migrant food processing workers; and
 3. Cumulative **Best Estimate** of MSFWs within the area served as provided in item 1, **Services to Migrant and Seasonal Farmworkers Report**, ETA Form 5148D and as estimated by all One-Stop Offices.*

*When compiling item **Ac** above, States should include in their **Best Estimates** the MSFW estimates provided by other agencies and organizations, such as the NFJP WIA Section 167 grantee, the Department of Agriculture, the County Extension agent, and the WIA/One-Stop contact. **SESAs are required to forward to our office a copy of the request for MSFW information that was transmitted to the related agency/organization along with a copy of the related agency's response.**

The 10 percent criteria will be utilized for the purpose of identifying MSFW significant offices. Sub or branch offices will be identified under their separate headings. In order to avoid double counting, activities from these offices should not be included in the count for the supervising office.

5. **Significant Bilingual MSFW Local Offices.** SESAs should also identify those local offices in which 10 percent or more of the MSFW applicants require services in Spanish or another language. In addition to bilingual offices, SESAs may recommend that other local offices be included due to special circumstances. In recommending local offices that do not meet the significant MSFW or Significant Bilingual criteria, SESAs should include reasons to support their recommendation (e.g., substantial need for outreach activity, substantial clearance order activity).

6. **Action Required.** SESA Administrators are requested to submit the required PY 2001 data or a negative response with the requests to other agencies to the Regional Office, attention: Monitor Advocate by **September 15, 2002**, for PY 2002 designations.

7. **Inquiries.** Inquiries should be directed to Doris Lissette Geán at 617-565-2268 or email at dgean@doleta.gov.

Joseph F. Stoltz
Acting Regional Administrator